

Position Title: IA (Records Control Assistant)
Organization: DA/OIS/CRD/HRB (Historical Review Branch)
Grade: GS-7
Position Numbers:

I. MAJOR DUTIES

The incumbent performs intelligence assistant functions in support of the CIA Historical Review Program, which was established to seek out and release to the public permanent records of CIA that are both declassifiable and of high interest to outside historical researchers. Incumbent's duties are as follows:

1. Prepares incoming boxes of records for review.
 - a. Logs in and surveys materials. Checks box contents against acquisitions or shelf lists for completeness, consulting with the Branch Chief, component RMO, or Branch personnel as necessary. Fills in charge-out cards for missing documents to insure that they are acquired in follow-up.
 - b. Prepares data for reporting to Directorate or other component RMOs whenever folders not on acquisitions or shelf lists are located in boxes. Removes extra copies and superfluous material.
 - c. Ensures materials are in order or arranges them in order as determined after consultation with Branch personnel.
 - d. Affixes appropriate review stamps to each document, folder, and box. Places suitable tabs on documents of other US agencies to facilitate their retrieval for coordination with these agencies if it later proves necessary.
2. Maintains records and files of materials under review in the Branch.
3. Processes and sends material which has been reviewed by CRD to the component responsible for the records so they can coordinate on the CRD review actions.

- a. Ensures the orderliness of the records so they can be handled with a minimum of trouble.
 - b. Ensures that all identification and review markings are properly made.
 - c. Prepares records for mailing to the responsible component.
4. Receives and processes materials after classification review has been fully coordinated and completed:
 - a. Ensures completeness of records being returned after coordination.
 - b. Changes classification on documents and marks off sanitized portions as determined by the decisions of CRD and responsible component reviewers.
 - c. Fills out appropriate stamps necessary for documentation of review actions.
5. Fills data elements on input sheets for the DARE or other computer system selected to record the results of reviews.
6. When review is completed, must process all material either to be accessioned to NARS for release to the public or returned to the responsible component because it remains classified.
 - a. When material is to be released it must be thoroughly checked to see that all deletions have been made on sanitized documents and that documents which remain classified are separated out.
 - b. Ensure that still classified material is handled appropriately and is maintained completely separate from that which has been declassified.
 - c. Labels material in boxes according to review decisions.
 - d. Ensures that any special handling procedures are followed.
 - e. Prepares material for mailing to responsible component or transfer to NARS.

II. FACTORS

1. Knowledge Required for the Position

The incumbent needs a good knowledge of the following:

- a. Agency records and how they are managed.
- b. The DARE or other machine system selected for recording the results of historical review, particularly the document identification data elements required for the input sheets.
- c. Branch procedures used with the forms servicing DARE or another computer system selected.
- d. Handling procedures required by the AARC for permanent records.
- e. Security requirements for handling TS documents and compartmented security information.
- f. Agency document formats.
- g. Anomalies and inconsistencies found in Agency document formats such as titles and registry marks and how they should be handled for computer input.

2. Supervisory Controls

The incumbent works under the Branch Chief, Branch Information Control Officer, and review officers, performing some tasks independently and receiving guidance as required on others.

3. Guidelines

These are set forth in CRD and Branch procedural papers and training manuals.

4. Complexity

Incumbent keeps track of many thousands of pages of records at any one time and is prepared to locate errant documents at a moments notice. Anomalies frequently arise in key data elements such as document numbers, dates, and titles. These anomalies must be recognized and uniform processing procedures applied to them.

Computer codes and Branch internal procedures must be learned. There are also AARC handling procedures, information security requirements, and the characteristics of DARE or another selected computer system to learn. Overall, incumbent needs knowledge of considerable complexity and nuances.

5. Scope and Effect

Incumbent plays a key role in the Historical Review Program by preparing materials for the reviewers, recording data elements for ADP input, and making necessary classification changes on documents as determined by review decisions. Errors, whether judgemental or in the mechanics of record keeping and data inputting, could result in the improper declassification and release of information harmful to CIA operations or the conduct of US foreign policy. The success or failure of the Historical Review Program directly affects CIA's relations with Congress and the public.

6. Personal Contacts

The incumbent works closely with the Branch Chief, Branch Records Control Officer, and review officers. When directed, incumbent also contacts component officers responsible for the records under review.

7. Purposes of Contacts

Incumbent's personal contacts outside the Branch are for the purpose of resolving problems in the timely arrival of records and discrepancies in their contents. Within the Branch, contacts are part of the daily interaction required to coordinate the activities of all members of the Branch.

8. Physical Demands

There are no unusual physical demands to the job.

9. Work Environment

The incumbent works in standard office space in Ames Building. There are no unusual health or physical hazards.

Position Title: IA (Automation Specialist)

Organization: DA/OIS/CRD

Grade: GS-9

Position Numbers:

I. MAJOR DUTIES

Incumbent's specific duties are:

1. Responsible for the development, enhancement and maintenance of computer data base systems, currently DARE and RIMS; a third is under development to support the Historical Review Program.
2. Identifies problems related to the systems and recommends solutions to management.
3. Plans for systems improvements.
4. Plans, directs, and participates in the input of data to the systems.
5. Trains and advises users on the capabilities of the systems.
6. Monitors systems' status and security
7. Consults with ODP when problems are encountered or new capabilities are required that are beyond the competence of the incumbent.

II. FACTORS

1. Knowledge Required by the Position

- a. Extensive knowledge of the RIMS system, DARE system and the system developed for the Historical Review Program. Must know the organization, operational systems, and the processing procedures of these systems.
- b. Detailed knowledge of Agency records systems and how they are managed.

c. Detailed knowledge of handling procedures required by the AARC for permanent records.

d. Good knowledge of security requirements for handling TS and compartmented security information.

e. Good knowledge of Agency document formats and registry marks and how they should be handled for computer input.

f. A good understanding of the declassification review process and objectives.

2. Supervisory Controls

The incumbent is directly responsible to the Records Control Officer for the proper operation at the systems, but works with the branch chiefs regarding input and output requirements of the individual systems.

3. Guidelines

Guidelines consist of Federal statutory requirements, Agency regulations, ODP, OS/ISSG and OIS/IRMD procedures, and CRD procedures and instructions. The incumbent must use judgment in interpreting guidelines to determine the most appropriate and effective solution to problems.

4. Complexity

Incumbent is responsible for computer systems which control many thousands of pages of records reviewed for Systematic Review, Historical Review, and release of sensitive information to the public. Anomalies in the records must be recognized and corrected. Computer systems and Division and Branch procedures must be strictly adhered to and AARC handling procedures and security regulations must be followed. The work is detailed and precise.

5. Scope and Effect

Incumbent plays a key role in the OIS classification review process by having the complete responsibility for the computer systems used to record materials reviewed and actions taken. Incumbent has full responsibility for recording data, monitoring the use of the systems, and recommending and effecting modifications. Incumbent's work directly affects the proper implementation of the Agency's Historical Review Program, which has a direct bearing on the protection of National Security information, and will affect CIA's relations with the Congress and the public.

6. Personal Contacts

Within the office, the incumbent has close working contacts with all the Division and Branch personnel, and with IRMD. Incumbent also has contacts outside the office with ODP, OS/ISSG, and other Agency components that have need for the data stored in CRD computer systems.

7. Purposes of Contacts

Contacts within the office are to ensure the proper utilization of the Division's computer systems. Outside the office, contacts are made to resolve problems and improvements to the systems in use and to respond to requests for data held in CRD computer systems.

8. Physical Demands

There are no special physical demands for this work.

9. Work Environment

The work is performed in a normal office setting.

Position Title: Records Control Officer
Organization: DA/OIS/CRD/HRB (Historical Review Branch)
Grade: GS-12
Position Numbers:

I. MAJOR DUTIES

Incumbent serves as the Records Control Officer under the general supervision of the Chief, Historical Review Branch. The major responsibility is to identify and acquire records from the Directorates and other Agency components in support of the Historical Review Program (HRP). Incumbent also oversees a variety of support functions necessary for the effective implementation of the Historical Review Program, which is established to seek out and release to the public meaningful amounts of the permanent records of CIA that are both releaseable on national security grounds and of high interest to outside historical researchers. Incumbent's specific duties are:

1. The Acquisition of Appropriate Records for Review

Incumbent--following guidelines worked out between OIS and the DCI History Staff on the types of records to be used for historical review, either by chronological groups or by topics--takes the initiative in contacting the Directorates or other Agency components who hold the desired records to arrange for their identification, location, and transmission to the Branch. Incumbent submits the necessary paperwork to request records. He is alert to offer suggestions on how the records can be identified in indexing systems and located in the AARC or alternatively, with the components concurrence, he himself locates the documents and arranges for their delivery to the Branch. In this acquisition work, incumbent operates in coordination with the RMOs and other records control officers in the holding components.

2. Initial Culling of Records

Incumbent weeds out material extraneous to the Historical Staff/OIS guidelines, either before records are delivered to the Branch or upon their arrival at the Branch.

3. Office Management

Incumbent supervises two IA's, a GS-7 Information Control Assistant and a GS-9 Branch Automation Specialist, who log and control incoming records, use two or three computer programs, record the results of review manually onto individual documents and by computer input, and return records to the contributing Agency components or the AARC. Incumbent oversees the development and maintenance of necessary control procedures for files and logs pertaining to all incoming and outgoing documents. Incumbent plans, programs, and monitors work schedules as well as provides on the job training and guidance in general office procedure and advises the Branch Chief of any situation or personnel problem that may affect the timely arrival of records or their control while in the Branch. Spot checks the work of the two IAs for accuracy, completeness, and conformity with relevant guidelines and directives.

II. FACTORS

1. Knowledge Required by the Position

a. A detailed specialized knowledge of the filing systems of the various Agency components--particularly the DI from which most of the HRP's review material comes--is mandatory. Incumbent needs intimate knowledge of the various indexing systems of DI/OCR, particularly those systems covering documents twenty years or older, in order to obtain document numbers or other indicators for identification purposes. Incumbent then must have intimate knowledge of the AARC system in order to know how to retrieve the documents. He must, if necessary, know how to operate OCR's index systems and to submit requests to the AARC to locate documents.

b. In culling documents, incumbent needs good substantive judgement to decide whether given records match History Staff-OIS guidelines.

c. To oversee the Branch Automation Specialist, incumbent needs general knowledge of repository computer retrieval systems and experience both in debugging programs and modifying existing programs to serve new needs.

d. To oversee the Branch Records Control Assistant and organize his or her work, incumbent needs a good knowledge of Agency documents formats, security requirements for handling TS and compartmented

information, handling procedures required by the AARC for permanent records, and Branch procedures governing the control of documents while under review.

2. Supervisory Controls

Incumbent works with a high degree of independence in overseeing the support functions of the Branch. Makes periodic reports to the Branch Chief and consults with him on planning and personnel problems and the disposition of problems that arise. When obtaining documents for the Branch, incumbent works independently subject only to keeping the Branch Chief currently informed.

3. Guidelines

These are set forth in CRD and Branch procedural papers and training manuals. In relations with the components providing records for review, incumbent is tilling new ground not covered by established guidelines, and he must follow and use his own good judgement.

4. Complexity

The task of ensuring an uninterrupted and adequate flow of relevant records for review demands a rare combination of tact and intimate knowledge of document indexing and retrieval systems that can only be acquired through many years of practical experience. Incumbent must have good relations with the personnel--from office chiefs to clerks--of the Directorates and other Agency components who provide the records. Incumbent must recognize when, through personnel attrition or other causes, components temporarily lose capability to work their own records. In such a case, incumbent must tactfully offer to step in and fill the gap with his personal knowledge and skills.

In his task of making preliminary cullings of records to eliminate materials extaneous to History Staff-OIS guidelines, incumbent exercises a high degree of substantive judgement; this function cannot be performed solely by application of mechanical methods such as codewords.

In the office management function, incumbent needs to know a wide range of Agency, Division, and Branch regulations on document formats, security requirements for handling TS and compartmented information, handling procedures required by the AARC for permanent records, and procedures governing the control of records while they are in the Branch under review, and practical computer experience.

5. Scope and Effect

The Historical Review Program cannot function without successful performance of incumbent's complex role of acquiring the necessary documents for review. Incumbent assures the proper records in necessary amounts to keep five reviewers working at full efficiency. Incumbent also sees to the proper functioning of the support activities of the Branch. Unless incumbent does his job well, the Historical Review Program comes to a halt. In that case, CIA will not fulfill the DCI's commitment in an October 1984 letter to Senator David Durenberger, Chairman of the SSCI, for a program to release meaningful amounts of CIA records of high interest to outside historical researchers.

6. Personal Contacts

Incumbent is in constant contact with the Branch support personnel, Branch Chief, and classification reviewers in carrying out the daily work of the Branch. Incumbent also is in constant contact with Agency component personnel who control, index, and retrieve records.

7. Purposes of Contacts

Incumbent's contacts within the Branch are to oversee the daily routine support functions. Externally, incumbent's contacts are to ensure a steady flow of the proper records in necessary quantities for Branch classification review.

8. Physical Demands

There are no unusual physical demands except that incumbent must be physically able to travel frequently between Ames and Headquarters or the AARC.

9. Work Environment

Incumbent's base is in standard office space in Ames Building, but major portions of time are spent at Headquarters or the AARC.

Position Title: Intelligence Officer, Classification Review

Organization: DDA/OIS/CRD/HRB (Historical Review Branch)

Grade: GS-13

Position Number:

I. MAJOR DUTIES

The incumbent performs a function that is both new and unprecedented for CIA and one that poses particularly difficult decision-making problems. In accordance with the agreement between the DCI and Senator David Durenberger (Minn.) made in an October 1983 exchange of letters, the incumbent performs classification review of permanent, CIA records with the objective, without damaging national security interests, of declassifying material of high interest to outside historical researchers. Declassified materials will be accessioned to NARS for release to the public. Incumbent must analyze each document and consider the need to protect the numerous complex aspects of national security and balance them against the desire of the DCI and Congress that meaningful amounts of records be made available to outside historical researchers. In his actions, incumbent also becomes an agent of the DCI in the discharge of his statutory responsibility to protect intelligence sources and methods and organizational data while complying with the requirements of Executive Order 12356 and the National Security Council and Agency implementing regulations.

Duties include the following:

a. Analytical classification review of selected permanent records of the CIA and predecessor organizations in accordance with the provisions to safeguard National Security Council directives, ISOO implementing directives, Headquarters [redacted] Directorate and STATINTL other component guidelines, and CRD-originated procedures.

b. Determination, based on independent analysis of the subject matter, content, and source of the information, as to whether each document's classification should be retained, upgraded, downgraded or abolished. Where necessary and suitable, incumbent also sanitizes documents for declassification and release to the public.

c. Appropriate written presentation of each classification action taken, and preparation of data reflecting the action for computer recording.

d. Alerting the Branch Chief to special characteristics of documents being reviewed -- such as reporting styles, formats, terminology, sources, and place-of-origin descriptions -- that may affect classification decisions.

e. Maintaining a working knowledge of the computerized system, whether DARE or another system to be developed, for recording classification review actions.

f. Recommend to the Branch Chief changes in the Directorate, Agency, or CRD-originated guidelines based on actual review experience; contributing to the modification or updating of such guidelines.

g. Maintaining working-level contacts with knowledgeable Agency personnel for assistance on specialized subjects under classification review.

h. Maintaining a working knowledge of document search and retrieval procedures in each of the Agency components that supply documents for review so that the reviewer can be sure that the selections he receives are appropriate and complete.

i. Assisting other reviewers with differing professional backgrounds and knowledge in their review of subject matters in which the incumbent has specialized knowledge.

j. Being alert to categories of documents which, while individually declassifiable, could prove damaging in the aggregate to national security unless classification is maintained.

k. Make rotational turns of duty to the other branches of CRD engaged in classification reviews other than for the Historical Review Program (HRP), both to enhance incumbent's review versatility and to allow the most efficient utilization of total CRD manpower to meet shifting workloads.

II. FACTORS

1. Knowledge Required by the Position

Incumbent must:

a. Have a broad knowledge of intelligence, based on a variety of

assignments in his Directorate or on rotational assignments. He must be capable of imparting this knowledge to colleagues in a way that contributes to the total historical review effort.

STATINTL b. Possess a detailed knowledge of Executive Order 12356, National Security directives, ISOO implementing directives, CIA [redacted] guidelines of the Directorates and other components, the overall US Government records management program on classification review, and the experience in reviewing records gained by CRD during the CIA Systematic Review Program of 1977-82. Must be aware of and understand scientific and technical matters relating to national security, US agreements with foreign governments including CIA liaison arrangements, and CIA agreements with other US Government agencies as they affect document classification review.

c. Be aware of and place in proper perspective the past and present missions and functions of the Agency, its relationships with foreign intelligence organizations, the changing international relationships of the US Government through the years, and the implications of scientific-technical intelligence activities, and relate these factors to the classification review process.

d. Have the knowledge and ability to evaluate intelligence information and determine whether its disclosure would adversely affect present-day issues or international relationships. Must have the capacity to weigh opposing factors and to exercise independent sound judgement, based on reason, experience and knowledge, in making classification review decisions.

e. The incumbent above all must be knowledgeable of and sensitive to intelligence operations, sources-methods, and the various factors affecting national security. A good knowledge of requirements, human and technical collection, analysis, and finished intelligence production are also required. He must be aware of CI implications in the release of information which individually or by mosaic effect place agents and informants in jeopardy or jeopardize current relationships with foreign intelligence organizations.

2. Supervisory Controls

Works independently under the general guidance and supervision of the Branch Chief. Incumbent will work with a minimum of supervision, but he must know when to seek assistance and guidance. He is required to make decisions on the review actions to be taken on given documents, subject only to spot-checks by supervisors, and must exercise sound, consistent,

and thoughtful judgement to ensure that the provisions of all applicable laws and directives are followed to protect national security and yet balance this appropriately against the publics' right to know..

3. Guidelines

Incumbent is guided by E.O. 12356, National Security implementing directives, ISOO directives, [redacted] Directorate guidelines, and CRD-originated procedures. Must be familiar with Agency regulations on the protection of classified information and the regulations and criteria established by other agencies whose information is encountered in CIA documents. Constant and difficult interpretations of guidelines are required because they are of necessity general.

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4. Complexity

The nature and variety of the judgements made by the incumbent are as varied as the subject matter dealt with by the Agency and its predecessor organizations. The incumbent must be able to place in current perspective Agency information the release of which could harm overall national security, the functioning of the Agency, or the conduct of US foreign relations. Incumbent must be keenly aware of the need to protect intelligence sources and methods as well as CIA organizational data, scientific and technical collection programs, foreign intelligence liaison relationships, and U.S. foreign relations. He must be able to use his knowledge of these subjects in the classification review process. The information reviewed can have originated in any Agency component or CIA predecessor organization. It will range from administrative documents and policy papers through scientific-technical data, technical plans and programs, technical manuals, operational reports, photographs, charts, maps, and multi-paged finished intelligence reports on virtually all aspects of human endeavor, compiled from all sources. Materials range from the lowest to the highest classifications, and contain sensitive compartmented information.

The age of the materials, mostly 20 years or older, may require frequent consultation outside CRD in order to ensure proper review; changes in component missions, organizations and internal operating procedures frequently produce problems that exceed the institutional memory of CRD reviewers alone to resolve. Incumbent must also interact with his colleagues and supervisors to resolve problems and make judgments for which there is no precedent or to determine the significance of out-of-date terminology, formats, and obscure markings, thus ensuring uniform application of specific declassification criteria.

5. Scope and Effect

The basic purpose of the incumbent's work is to fulfill the commitment of the DCI to Senator David Durenberger that CIA release meaningful amounts of records of types that are of high interest to outside historians while protecting the legitimate security interests of the US.

In scope, this work involves all permanent records in CIA. Most of the material is from the 1940s and 1950s, introducing a significant complicating factor in that old records are much harder to search, locate, and examine for possible declassification due to their poorer organization in Agency files, storage away from Headquarters, and heightened requirements for long institutional memory to understand fully.

The degree of success of the Historical Review Program directly affects the reputation of CIA in Congress and in academia for honest intent to serve the public and fair dealings. Satisfaction or dissatisfaction by Congress over the activities and results of this program affects its basic judgement of the integrity of the Agency and hence affects Congress' attitude in all its dealings with CIA. Also, because of his personal commitment to this program, the reputation of the DCI with Congress is at stake.

Unlike previous CIA classification review programs, the HRP to succeed must release meaningful amounts of material. This heightens the possibility that sensitive material may reach the public domain and therefore requires that reviewers exercise more care than ever in their decisions.

6. Personal Contacts

Daily contact with the Branch chief and other colleagues performing historical review in the Historical Review Branch and with the other members of CRD. Coordination and consultations with officers in the Directorates and other agency components.

7. Purposes of Contacts

The purpose is to exchange information on classification review, discuss problems, and to obtain help and advice. In ensuring an uninterrupted flow of materials from Agency components for review, incumbent may assist the Branch Chief in obtaining specialized assistance when necessary from the components responsible for the materials.

8. Physical Demands

There are no unusual physical demands except for the requirement to read or examine large masses of records, some of which are of poor legibility.

9. Work Environment

Works in standard office space organized to protect highly sensitive materials, including Top Secret, compartmented intelligence, and restricted data.

Position Title: Senior Intelligence Officer,
Classification Review

Organization: DA/OIS/CRD/HRB (Historical Review Branch)

Grade: GS-14

Position Numbers:

I. MAJOR DUTIES

The incumbent is the senior of five classification reviewers who examine CIA permanent records for material that is both releaseable and of high interest to outside historical researchers. The program that covers this work, the Historical Review Program, was agreed to by an exchange of letters in October 1983 between the DCI and Senator David Durenberger (Minn.), now Chairman of the SSCI. Incumbent performs original classification review himself when time allows, but his primary function is to assure that records ultimately accessioned to the National Archives and Records Service (NARS) for release to the public are as free as possible of errors in release-judgement and reviewed according to consistent standards. Incumbent's specific duties include the following:

1. Analytical classification review of selected permanent records of the CIA and predecessor organizations in accordance with the provisions to safeguard national security interests contained in E.O. 12356, NSC directives, ISOO implementing directives, [redacted] Directorate and other Agency component guidelines, and [redacted] procedures. Determination, based on independent analysis of the subject matter, content, format, and source of the information, as to whether each document can be declassified in whole or after sanitization for release to the public through the National Archives and Records Service.

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2. Appropriate presentation of each classification action taken, and preparation of data reflecting the action for computer inputting.

3. Redundant review (re-review) of the output of the other Branch historical reviewers to ensure that their decisions:

(1) Meet the guidelines listed in I.a. above.

(2) Take account of all portions of text of national security sensitivity.

- (3) Are consistent from reviewer to reviewer.
4. Identification of aggregate review problems common to the work of all reviewers and that can be recognized more surely by someone who sees the total output of all the reviewers.
5. Judging the degree to which sanitizing (vs. a go-no-go approach to decisions on release) is slowing work and reducing the Branch's productivity and, if necessary, recommending to the Branch Chief corrective measures to ensure that the Program releases an acceptable volume of records.
6. Assisting the Branch Records Control Officer in the identification and physical location of the CIA records servicing the Historical Review Program.

II. FACTORS

1. Knowledge Required by the Position

Incumbent needs:

- a. Extensive classification review experience acquired in one of the Directorates reviewing for FOIA, PA, or mandatory review requests.
- b. A broad knowledge of intelligence activities based on a variety of assignments in his Directorate or on rotational assignments. Must be capable of imparting this knowledge to colleagues in a way that contributes to the total historical review effort.
- c. A detailed knowledge of E.O. 12356, NSC directives, ISOO implementing directives, CIA [redacted] guidelines of the Directorates and other components, the overall US government records management program on classification review, and the experience in reviewing records gained by CRD during the Systematic Review Program of 1977-1982. STATINTL
- d. Awareness and understanding of scientific and technical matters relating to national security, US agreements with foreign governments, including CIA liaison arrangements, and CIA agreements with other US Government agencies as they affect document classification review. STATINTL

e. Awareness of and placing in proper perspective the past and present functions of the Agency, its relationships with foreign intelligence organizations, the changing international relationships of the US Government through the years, and the implications of scientific-technical activities. Must relate these factors to the classification review process.

f. Knowledge and ability to evaluate intelligence information and determine whether its disclosure would harm present-day US activities or international relationships. Must have the capacity to weigh opposing factors and to exercise independent sound judgement, based on reason, experience, and knowledge in making classification review decisions.

g. Knowledge of and sensitivity to intelligence operations, sources/methods, and the various factors affecting national security. A good knowledge of requirements, human and technical collection, analysis, and finished intelligence production is required. He must be aware of CI implications in the release of information which individually or by mosaic effect place agents and informants in jeopardy or jeopardize current or future relationships with foreign intelligence and security organizations, or jeopardize other intelligence activities.

2. Supervisory Controls

Works relatively independently under the general guidance and supervision of the Branch Chief. When corrective action is needed in the work that incumbent re-reviews, he consults the Branch Chief and prepares proposals for corrective action to the other reviewers. Working with a minimum of supervision, incumbent must know when to seek assistance and guidance from the Branch Chief. Incumbent is required to make, in most cases, final determinations of action to be taken on given documents, subject only to spot checks by the Branch Chief to assure that sound, thoughtful judgement is exercised and that the provisions of all applicable directives and policies are followed to identify and protect all classified information.

3. Guidelines

Incumbent is guided by E.O. 12356, NSC directives, IS00 implementing directives, [redacted] Directorate guidelines, and CRD-originated procedures. Must be familiar with Agency regulations on the protection of classified information and the regulations and criteria established by other agencies whose

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information is encountered in CIA documents. Constant and difficult interpretations of guidelines is required because they are of necessity general and the reviewer must constantly balance the requirement to protect our national security against the public's right to know what their government is doing.

4. Complexity

The nature and variety of the judgements made by the incumbent, as by all Branch reviewers, are as varied as the subject matter dealt with by the Agency and its predecessor organizations. They place in current perspective Agency information the release of which could harm national security, the functioning of the Agency, or the conduct of US foreign relations. They are keenly aware of the need to protect intelligence sources and methods as well as CIA organizational data, scientific and technical collection programs, foreign intelligence liaison relationships, and US foreign relations. They must be able to use their knowledge of these subjects in the classification review process. The information reviewed can have originated in any Agency component or CIA predecessor organizations. It will range from administrative documents and policy papers through scientific-technical data, technical plans and programs, technical manuals, operational reports, photographs, charts, maps, and multi-paged finished intelligence reports on virtually all aspects of human endeavor, compiled from all sources. Materials range from the lowest to the highest classifications, and will include sensitive compartmented information.

Incumbent is the most experienced and knowledgeable among the Branch reviewers. It is incumbent's job to catch and correct as many of the inevitable errors and inconsistencies in the work of the other reviewers as is humanly possible. Incumbent's satisfactory performance is a major safeguard against sensitive material being improperly or accidentally released. He must constantly balance the need to safeguard legitimately sensitive material against the reason for the existence of the Historical Review Program, i.e., the release of meaningful amounts of CIA permanent records of high interest to outside historical researchers. Incumbent reviews the very large volume of materials examined previously by four other reviewers and must work rapidly in order not to become a bottleneck. Incumbent must have superior judgement, and he needs tact in making recommendations for changes to his colleagues.

5. Scope and Effect

The basic purpose of the incumbent's work is to fulfill the commitment of the DCI to Senator David Durenberger that CIA release meaningful amounts of records of types that are of interest to outside historians while protecting the legitimate security interests of the US.

In scope this work involves choosing from among the permanent records in CIA. Most of the material is from the 1940s and 1950s, introducing a significant complicating factor in that old records are much harder to search, locate, and examine for possible declassification due to their poorer organization in Agency files, storage away from Headquarters, and heightened requirements for long institutional memory to understand fully.

The degree of success of the Historical Review Program directly affects the reputation of CIA in Congress and in academia for honest intent to serve the public. Satisfaction or dissatisfaction by Congress over the activities and results of this Program affects its basic judgement of the integrity of the Agency. Also, because of his personal commitment to this program, the reputation of the DCI with Congress is at stake.

Unlike previous CIA classification review programs, the Historical Review Program to succeed must release meaningful amounts of materials. It is incumbent's responsibility to guard against the heightened possibility that sensitive material may be released due to pressure to produce.

6. Personal Contacts

Daily contact with the Branch Chief and other Branch colleagues and with the other members of CRD. Coordination with officers in the Directorates and other Agency components.

7. Purposes of Contacts

The purpose of contacts within the Branch is to obtain instructions and guidance from the Branch Chief and to make recommendations to him, and to exchange information on current review developments. Contact with officers outside CRD is for coordination and to obtain expert help when needed to understand fully the material under review.

8. Physical Demands

There are no unusual physical demands for this job.

9. Work Environment

Incumbent works in standard office space organized to protect highly sensitive materials, including TOP SECRET, compartmented intelligence, and restricted data.

Position Title: Chief, Historical Review Branch
Organization: DA/OIS/CRD/HRB (Historical Review Branch)
Grade: GS-15
Position Numbers:

I. MAJOR DUTIES

The incumbent serves as the Chief, and manages the Historical Review Branch, Classification Review Division, OIS/DA, that is set up to implement a documents declassification review program of a type new to CIA and critical to CIA's continued good relations with the U.S. Congress and the public. By an exchange of letters in October 1983 between the DCI and Senator David Durenberger (Minn.) and by the provisions of the Central Intelligence Agency Information Act that the President signed into law on 15 October 1984, CIA is committed to search its permanent records for material that is both releaseable and of high interest to outside historical researchers, review that material for declassification and release declassifiable portions to the public.

Congress provided CIA with ten positions for this express purpose, eight of which are allotted to OIS and the Historical Review Program (HRP). By the provisions of the Act, CIA is to report to Congress on 1 June 1985 on the feasibility of conducting systematic review for declassification and release of CIA information of historical interest.

The incumbent:

1. Develops and updates as required guidelines and procedures for the historical review of agency-wide nondesignated records in accordance with Executive Order 12356, implementing National Security Council directives, ISOO directives, CIA guidelines, guidelines of the Directorates, the overall U.S. Government records management program on classification review, and the experience in reviewing records gained by the Classification Review Division during the CIA Systematic Review Program of 1977-82.

2. Plans, organizes, directs, and coordinates the work of the Historical Review Branch in the classification review of selected CIA records with the objective of releasing in unclassified form useful amounts of material of interest to outside historical researchers.

3. Manages Branch personnel and is responsible for personnel planning, preparation of PARs, training, counseling, and other administrative matters relating to personnel management.

4. Supervises the classification review of agency-wide records for the HRP to ensure that it is performed effectively and includes:

a. Assigning materials for review, matching the complexity and subject content to the backgrounds and experience of individual reviewers wherever possible.

b. Making quality control checks on the performance of each reviewer, with the emphasis on the exercise of sound and consistent judgement reflecting a thorough knowledge of and adherence to the laws, directives, regulations, and other implementing guidance under which this program must be administered.

c. Making timely reviews and revisions, as needed, of guidelines and criteria for classification review as required and demonstrated by the experience gained as the program matures.

5. Resolves through coordination between the Branch and the various Directorates and other Agency components the problems that arise due to the variety of the records that are being reviewed and the often general and vague declassification guidelines that must be applied.

6. Conducts research into various categories of records to determine:

a. The intelligence and diplomatic relationships that affect the review process and the ultimate classification decisions.

b. The best methods to identify particular materials of interest to outside historical researchers and the most efficient methods for retrieving the material from the AARC, Directorate, or other Component filing systems.

7. Prepares memoranda and reports on the HRP, coordinating as necessary with Agency components and other government agencies.

8. Advises and assists Chief, Classification Review Division, in HRP policy implementation and the formulating of operating procedures; in determining use of personnel and resources; and in the establishment of security procedures and work methodology.

9. Determines the necessity for the development and enhancement of ADP systems--either modifications of existing systems or newly developed systems--for recording material reviewed, classification decisions taken, and records accessioned to the National Archives and Records Service for release to the public.

10. Conducts continuous liaison with the DCI History Staff and with the Directorates to assure a uniform approach and agreed criteria for historical review. Conducts liaison with officers of other government agencies that have equities in the material being reviewed and ensures that proper coordination is affected with other agencies.

11. Incumbent represents the Historical Review Program at meetings, internal and external, and in the absence of the Chief, Classification Review Division, assumes such other command responsibilities as may be delegated or required by the exigencies of the situation.

II. FACTORS

1. Knowledge Required by the Position

a. Incumbent should have academic graduate training in historical research, or its professional equivalent, for best rapport with the Chief, DCI History Staff, and through him with historians inside and outside the government to assure a uniform approach to the choice of materials for review and the form and contents of the records ultimately released through NARS.

b. Incumbent must have long experience in CIA analytical or operational work so as to be thoroughly familiar with intelligence sources and methods in all their aspects; past historical events and major issues involved in the conduct of US relations with other countries; and the nature and importance of protecting intelligence liaison relationships. Incumbent needs to be particularly knowledgeable in the areas of intelligence requirements, collection, analysis, and production of finished intelligence reports, because most of the records reviewed are from the DI. Detailed knowledge of the processes involved in and the requirements for classification of information is also required. The incumbent preferably has served in the various production offices of the DI and so has a strong background in political, economic, and military intelligence production.

STATINTL

c. The incumbent must have a thorough knowledge of Executive Order 12356, National Security implementing directives, [redacted] guidelines developed and used by the Directorates, and the overall US Government records management program on classification review. He must also have a good knowledge of CIA organization, missions, and functions, past and present.

2. Supervisory Controls

The incumbent has the responsibility for the day-to-day management of the Historical Review Branch, consisting of four reviewers and three support and clerical employees. He is responsible for making work assignments, issuing necessary instructions, establishing priorities and deadlines, and maintaining qualitative and quantitative controls. He represents the CIA Historical Review Program and is responsible for its operation subject to consultation with and approval by Chief, Classification Review Division.

3. Guidelines

The general guidelines applicable to the HRP are the same as those governing all classification review. These are Executive Order 12356, National Security Council implementing directives, [redacted] Directorate guidelines, and CRD-originated procedures. The HRP, although having the specialized function of serving outside historians, also is an integral part of the US Government's records management program and is subject to the applicable provisions of Title 44 of the US Code and Title 41 of the jointly between CRD and NARS for the dissemination by NARS of material released through the HRP.

4. Complexity

Historical review is a determination by personal knowledge and judgement of the reviewer of whether a document or portions thereof can be released without damaging national security interests in order to further outside historical research. The incumbent sets the Branch standards for this complex and necessarily subjective process.

The information reviewed originates in all Agency components and includes finished intelligence, policy papers, administrative directives and project documents. These materials range from single-page documents to multi-paged reports on all fields of human endeavor and compiled from all sources. Frequently there are many maps, charts, data, and other attachments. Material will also range from the lowest to the highest classifications and will include sensitive compartmented information. The latter will involve complex technical programs, equipment, and related data and require the interpretation of statutes protecting such material.

5. Scope and Effect

The basic purpose of the incumbent's work is to fulfill the commitment of the DCI to Senator Durenberger and the requirements of the CIA Information Act that CIA release meaningful amounts of records of types that are of interest to outside historians while protecting the legitimate security interests of the U.S.

In scope, this work involves all permanent records in CIA not designated by the Directorates as exempt under the provisions of the CIA Information Act from search for FOIA. Most of the material is from the 1940s and 1950s, introducing a significant complicating factor in that old records are much harder to search, locate, and examine for possible declassification due to their poorer organization, weak indexing, storage away from Headquarters, and heightened requirements for long institutional memory to understand fully.

The degree of success of the Historical Review Program will directly affect the reputation of CIA in Congress and in academia for honest intent to serve the public and fair dealings. Satisfaction or dissatisfaction by Congress over the activities and results of this program will affect its basic judgement of the integrity of the Agency and hence will affect Congress' attitude in all its dealings with CIA. Also, because of his personal commitment to this program, the reputation of the DCI with Congress is at stake.

Unlike previous CIA classification review programs, the HRP to succeed must release meaningful amounts of material. This requires that reviewers exercise more care than ever in their decisions, to preclude the possible of the release of sensitive, still classified information.

6. Personal Contacts

The incumbent has contact with personnel at all levels of the DA, DI, DO, DS&T, and independent offices as necessary to set up document retrieval systems and resolve classification review conflicts. Frequent contacts are made with Agency component records management officers. Daily contacts are made with other CRD branch chiefs and reviewers to resolve issues and problems common to all classification review.

7. Purpose of Contacts

The program's lifeline is a flow of relevant records from the Directorates and other Agency components for review. Constant contact

assures that the index searches for documents and information and the locating of the actual documents in the Agency archives and components' files proceed without interruption. Contacts also serve as avenues for resolving differences between CRD and other Agency components over procedures or the judgements being exercised by the Historical Review Branch in the process of review. The various components also are contacted for permission to release cleared materials before they are accessioned to NARS. Contacts are also maintained with the DCI History Staff to ensure that the materials being processed conform in subject matter with the desires and requirements of outside historical researchers.

8. Physical Demands

There are no unusual physical demands for this work.

9. Work Environment

Incumbent works in regular office space.